



C o u n t y o f S a n L u i s O b i s p o

## GENERAL SERVICES AGENCY

Janette D. Pell, Director

Helen McCann, Department Administrator

### **REQUEST FOR PROPOSAL PS- #1124 CAMP ROBERTS JOINT LAND USE STUDY**

April 13, 2011

The County of San Luis Obispo (County) is currently soliciting proposals for professional services for the Camp Roberts Joint Land Use Study.

Each proposal shall specify each and every item as set forth in the attached specifications. Any and all exceptions must be clearly stated in the proposal. Failure to set forth any item in the specifications without taking exception may be grounds for rejection. The County reserves the right to reject any and all proposals and to waive any irregularity or informality in any proposal or in the Request for Proposal process, as long as, in the judgment of the County, such action will not negate fair competition and will permit proper comparative evaluation of the proposals submitted.

This Request for Proposal is posted on the County's Purchasing website at [http://www.slocounty.ca.gov/GSA/Purchasing/Current\\_Formal\\_Bids\\_and\\_Proposals.htm](http://www.slocounty.ca.gov/GSA/Purchasing/Current_Formal_Bids_and_Proposals.htm). Any changes, additions, or deletions to this Request for Proposal will be in the form of written addenda issued by the County. Any addenda will be posted on the website. Prospective proposers must check the website for addenda or other relevant new information during the response period. The County is not responsible for the failure of any prospective proposer to receive such addenda. All addenda so issued shall become a part of this Request for Proposal.

If your firm is interested and qualified, please submit four (4) hard copies and one (1) electronic copy (on CD or DVD) of your proposal on May 12, 2011 by 3:00 p.m. to:

County of San Luis Obispo  
Debbie Belt, GSA - Purchasing  
1087 Santa Rosa Street  
San Luis Obispo, CA 93408

If you have any questions about the proposal process, please contact me. For technical questions and information contact Kami Griffin at (805) 781-5708.

All questions pertaining to the content of this Request for Proposal must be made in writing via e-mail to Kami Griffin at [kgriffin@co.slo.ca.us](mailto:kgriffin@co.slo.ca.us). All questions will receive a response within three (3) business days. The question and its response will be posted (anonymously) on the County's Purchasing website (link above). The County reserves the right to determine the appropriateness of comments / questions that will be posted on the website.

DEBBIE BELT  
Buyer – GSA - Purchasing  
[dbelt@co.slo.ca.us](mailto:dbelt@co.slo.ca.us)

**CAMP ROBERTS JOINT LAND USE STUDY****LOCAL VENDOR PREFERENCE**

The County has established a local vendor preference. When quality, service, and other relevant factors are equal, responses to Requests for Proposals will be evaluated with a preference for local vendors. Note the following exceptions:

1. Those contracts which State Law or, other law or regulation precludes this local preference.
2. Public works construction projects.

A "local" vendor preference will be approved as such when, 1) The vendor conducts business in a fully staffed office with a physical address within the County of San Luis Obispo; 2) The vendor holds a valid business license issued by the County or a city within the County; and 3) The vendor has conducted business at the local address for not less than six (6) months prior to the due date of this Request for Proposal..

Proposals received in response to this Request for Proposal will be evaluated by the Selection Committee considering the local vendor preference described above when quality, service and other relevant factors are equal. The burden of proof will lie with proposers relative to verification of "local" vendor preference. Should any questions arise, please contact a buyer at (805) 781-5200.

	YES	NO
Do you claim local vendor preference?		
Do you conduct business in an office with a physical location within the County of San Luis Obispo?		
Business Address: _____ _____		
Years at this Address: _____		
Does your business hold a valid business license issued by the County or a City within the County?		
Name of Local Agency which issued license: _____		

Business Name: \_\_\_\_\_

Authorized Individual: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

**CAMP ROBERTS JOINT LAND USE STUDY****PROPOSAL SUBMITTAL AND SELECTION**

1. All proposals, consisting of four (4) hard copies and one (1) electronic copy (on CD or DVD) must be received by mail, recognized carrier, or hand delivered no later than 3:00 p.m. on May 12, 2011. Late proposals will not be considered and will be returned, unopened.
2. All correspondence should be directed to:

San Luis Obispo County  
General Services Agency  
1087 Santa Rosa Street  
San Luis Obispo, CA 93408  
ATTENTION: DEBBIE BELT  
Telephone: (805) 781-5903
3. All costs incurred in the preparation and submission of proposals and related documentation will be borne by the proposer.
4. It is preferred that all proposals be submitted on recycled paper, printed on two sides.
5. Selection of qualified proposers will be by an impartial Selection Committee using an approved County procedure for awarding professional contracts. Selection will be made on the basis of the proposals as submitted, although the County reserves the right to interview applicants as part of the selection process. The proceedings of the Selection Committee are confidential, and members of the Selection Committee are not to be contacted by the proposers.
6. This Request for Proposal does not constitute an offer of employment or to contract for services.
7. The County reserves the option to accept or reject any or all proposals, wholly or in part, received by reason of this request, and make more than one award, or no award, as the best interests of the County may appear.
8. All documents submitted to the County in response to this Request for Proposal will become the exclusive property of the County and may be returned to the proposer or kept by the County, in the County's sole discretion.
9. All proposals shall remain firm for ninety (90) days following closing date for receipt of proposals.
10. The County reserves the right to award the contract to the firm who presents the proposal which in the judgment of the County, best accomplishes the desired results, and shall include, but not be limited to, a consideration of the professional service fee.
11. Any contract awarded pursuant to this Request for Proposal will incorporate the requirements

**CAMP ROBERTS JOINT LAND USE STUDY**

and specifications contained in this Request for Proposal. All information presented in a proposer's proposal will be considered binding upon selection of the successful proposer, unless otherwise modified and agreed to by the County during subsequent negotiations.

12. Under the provisions of the California Public Records Act (the "Act"), Government Code section 6252 et seq., all "public records" (as defined in the Act) of a local agency, such as the County, must be available for inspection and copying upon the request of any person. Under the Act, the County may be obligated to provide a copy of any and all responses to this Request for Proposal, if such requests are made after the contract is awarded. One exception to this required disclosure is information which fits within the definition of a confidential trade secret [Government Code section 6254(k)] or contains other technical, financial or other data whose public disclosure could cause injury to the proposer's competitive position. If any proposer believes that information contained in its response to this Request for Proposal should be protected from disclosure, the proposer MUST specifically identify the pages of the response that contains the information by properly marking the applicable pages and inserting the following notice in the front of its response:

***NOTICE:*** *The data on pages \_ of this response identified by an asterisk (\*) contain technical or financial information, which are trade secrets, or information for which disclosure would result in substantial injury to the proposer's competitive position. Proposer requests that such data be used only for the evaluation of the response, but understands that the disclosure will be limited to the extent the County considers proper under the law. If an agreement is entered into with the proposer, the County shall have the right to use or disclose the data as provided in the agreement, unless otherwise obligated by law.*

The County will not honor any attempt by proposer to designate its entire proposal as proprietary. If there is any dispute, lawsuit, claim or demand as to whether information within the response to the Request for Proposal is protected from disclosure under the Act, proposer shall indemnify, defend, and hold harmless, the County arising out of such dispute, lawsuit, claim or demand.

**CAMP ROBERTS JOINT LAND USE STUDY****PROPOSAL FORMAT**

A qualifying proposal must address all of the following points and shall be in the format outlined in this section:

1. Project Title
2. Applicant or Firm Name
3. Firm Qualifications
  - a. Type of organization, size, professional registration and affiliations.
  - b. Names and qualifications of personnel to be assigned to this project.
  - c. Outline of recent projects completed that are directly related to this project. Consultant is required to demonstrate specific design and project expertise relating to the requirements of the Project Scope.
  - d. Qualifications of consultants, subcontractors, or joint venture firm, if appropriate.
  - e. Client references from recent related projects, including name, address and phone number of individual to contact for referral.
4. Understanding of and Approach to the Project
  - a. Summary of approach to be taken.
  - b. Description of the organization and staffing to be used for the project.
  - c. Indication of information and participation the proposer will require from County staff.
  - d. Indication of time frame necessary to complete the plan review once a Notice to Proceed is issued.
5. Fees and Insurance
  - a. Propose total fixed fees to complete project as described under Project Scope.
  - b. The selected Consultant will be required to provide insurance coverage. The amount of insurance coverage shall be reflected in your estimated professional fee. Complete insurance requirements follow on page 7.

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Proposal Format

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- c. The Consultant shall provide within five (5) days after the Notice of Award is issued a certificate of liability insurance naming the County of San Luis Obispo and its employees and officers as additionally named insured. This shall be maintained in full force and effect for the duration of the contract and must be in an amount and format satisfactory to the County.
- d. **Indemnification:**  
Consultant shall defend, indemnify and hold harmless the County, its officers and employees from all claims, demands, damages, costs, expenses, judgments, attorney fees, liabilities or other losses that may be asserted by any person or entity, and that arise out of or are made in connection with the acts or omissions relating to the performance of any duty, obligation, or work hereunder. The obligation to indemnify shall be effective and shall extend to all such claims and losses, in their entirety, even when such claims or losses arise from the comparative negligence of the County, its officers and employees. However, this indemnity will not extend to any claims or losses arising out of the sole negligence or willful misconduct of the County, its officers and employees.

The preceding paragraph applies to any theory of recovery relating to said act or omission, by the Consultant, or its agents, employees, or other independent contractors directly responsible to Consultant including, but not limited to the following:

- 1. Violation of statute, ordinance, or regulation.
- 2. Professional malpractice.
- 3. Willful, intentional or other wrongful acts, or failures to act.
- 4. Negligence or recklessness.
- 5. Furnishing of defective or dangerous products.
- 6. Premises liability.
- 7. Strict Liability.
- 8. Violation of civil rights.
- 9. Violation of any federal or state statute, regulation, or ruling resulting in a determination by the Internal Revenue Service, California Franchise Tax Board or any other California public entity responsible for collecting payroll taxes, when the Consultant is not an independent contractor.

It is the intent of the parties to provide the County the fullest indemnification, defense, and "hold harmless" rights allowed under the law. If any word(s) contained herein are deemed by a court to be in contravention of applicable law, said word(s) shall be severed from this contract and the remaining language shall be given full force and effect.

**CAMP ROBERTS JOINT LAND USE STUDY****SAN LUIS OBISPO COUNTY  
INSURANCE REQUIREMENTS**

Consultant, at its sole cost and expense, shall purchase and maintain the insurance policies set forth below on all of its operations under this Agreement. Such policies shall be maintained for the full term of this Agreement and the related warranty period (if applicable) and shall provide products/completed operations coverage for four (4) years following completion of Consultant's work under this Agreement and acceptance by the County. Any failure to comply with reporting provision(s) of the policies referred to above shall not affect coverage provided to the County, its officers, employees, volunteers and agents. For purposes of the insurance policies required hereunder, the term "County" shall include officers, employees, volunteers and agents of the County of San Luis Obispo, California, individually or collectively.

**1. MINIMUM SCOPE AND LIMITS OF REQUIRED INSURANCE POLICIES**

The following policies shall be maintained with insurers authorized to do business in the State of California and shall be issued under forms of policies satisfactory to the County:

**a. COMMERCIAL GENERAL LIABILITY INSURANCE POLICY ("CGL")**

Policy shall include coverage at least as broad as set forth in Insurance Services Office (herein "ISO") Commercial General Liability coverage. (Occurrence Form CG 0001) with policy limits not less than the following:

\$1,000,000 each occurrence (combined single limit);  
\$1,000,000 for personal injury liability;  
\$1,000,000 aggregate for products-completed operations; and,  
\$1,000,000 general aggregate.

The general aggregate limits shall apply separately to Consultant's work under this Agreement.

**b. BUSINESS AUTOMOBILE LIABILITY POLICY ("BAL")**

Policy shall include coverage at least as broad as set forth in Insurance Services Office Business Automobile Liability Coverage, Code 1 "Any Auto" (Form CA 0001). This policy shall include a minimum combined single limit of not less than One-million (\$1,000,000) dollars for each accident, for bodily injury and/or property damage. Such policy shall be applicable to vehicles used in pursuit of any of the activities associated with this Agreement. Consultant shall not provide a Comprehensive Automobile Liability policy which specifically lists scheduled vehicles without the express written consent of County.

**c. WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY INSURANCE POLICY ("WC/EL")**

This policy shall include at least the following coverages and policy limits:

1. Workers' Compensation insurance as required by the laws of the State of California; and
2. Employer's Liability Insurance Coverage B with coverage amounts not less than one million (\$1,000,000) dollars each accident/Bodily Injury (herein "BI"); one million (\$1,000,000) dollars policy limit BI by disease; and, one million (\$1,000,000) dollars each employee BI by disease.

**2. DEDUCTIBLES AND SELF-INSURANCE RETENTIONS**

Any deductibles and/or self-insured retentions which apply to any of the insurance policies referred to above shall be declared in writing by Consultant and approved by the County before work is begun pursuant to this Agreement. At the option of the County, Consultant shall either reduce or eliminate such deductibles or self-insured retentions as respect the County, its officers, employees, volunteers and agents, or shall provide a financial guarantee satisfactory to the County guaranteeing payment of losses and related investigations, claim administration, and/or defense expenses.

**3. ENDORSEMENTS**

All of the following clauses and endorsements, or similar provisions, are required to be made a part of insurance policies indicated in parentheses below:

- a. A "Cross Liability", "Severability of Interest" or "Separation of Insured" clause (CGL & BAL);
- b. The County of San Luis Obispo, its officers, employees, volunteers and agents are hereby added as additional insured with respect to all liabilities arising out of Consultant's performance of work under this Agreement (CGL & BAL);
- c. If the insurance policy covers an "accident" basis, it must be changed to "occurrence" (CGL & BAL);
- d. This policy shall be considered primary insurance with respect to any other valid and collectible insurance County may possess, including any self-insured retention County may have, and any other insurance County does possess shall be considered excess insurance only and shall not be called upon to contribute to this insurance (CGL, BAL & PL);
- e. No cancellation or non-renewal of this policy, or reduction of coverage afforded under the policy, shall be effective until written notice has been given at least thirty (30) days prior to the effective date of such reduction or cancellation to County at the address set forth below (CGL, BAL, WC/EL & PL);
- f. Consultant and its insurers shall agree to waive all rights of subrogation against the County, its officers, employees, volunteers and agents for any loss arising under this Agreement (CGL); and
- g. Deductibles and self-insured retentions must be declared (All Policies).

**4. ABSENCE OF INSURANCE COVERAGE**

County may direct Consultant to immediately cease all activities with respect to this Agreement if it determines that Consultant fails to carry, in full force and effect, all insurance policies with coverages at or above the limits specified in this Agreement. Any delays or expense caused due to stopping of work and change of insurance shall be considered Consultant's delay and expense. At the County's discretion, under conditions of lapse, the County may purchase appropriate insurance and charge all costs related to such policy to Consultant.

**5. PROOF OF INSURANCE COVERAGE AND COVERAGE VERIFICATION**

Prior to commencement of work under this Agreement, and annually thereafter for the term of this Agreement, Consultant, or each of Consultant's insurance brokers or companies, shall provide County a current copy of a Certificate of Insurance, on an Accord or similar form, which includes complete policy coverage verification, as evidence of the stipulated coverages. All of the insurance companies providing insurance for Consultant shall have, and provide evidence of, a Best Rating Service rate of A VI or above. The Certificate of Insurance and coverage verification and all other notices related to cancellation or non-renewal shall be mailed to: GSA PURCHASING, ATTN: DEBBIE BELT, 1087 SANTA ROSA ST, SAN LUIS OBISPO, CA 93408

## CAMP ROBERTS JOINT LAND USE STUDY

**CAMP ROBERTS JOINT LAND USE STUDY (JLUS)****REQUEST FOR PROPOSALS**

Consultant Services to prepare a

Joint Land Use Study (JLUS) for Camp Roberts and Environs

**Introduction**

The County of San Luis Obispo seeks proposals from qualified firms for professional services to perform all tasks related to the preparation of the Camp Roberts Joint Land Use Study (JLUS).

The purpose of a JLUS is to promote compatible civilian development patterns near military installations. It relies on community planning and land use authority, where appropriate, to update local general plans and land use regulations that support those plans. The JLUS will identify current and future encroachment sources, including new physical developments and potential natural environmental protection including conservation easements.

**Background**

Camp Roberts is approximately 43,000 acres, with 22,000 acres of restricted airspace and is located in the northern portion of San Luis Obispo County and the southern portion of Monterey County. It is located on both sides of Highway 101, a major north-south highway between Los Angeles and San Francisco. The Camp is located adjacent to the community of San Miguel on the east and the community of Heritage Ranch at Lake Nacimiento on the west. Both San Miguel and Heritage Ranch are unincorporated communities located in the County of San Luis Obispo.

Congress authorized funds for the purchase of land and building of training sites for Camp Roberts in 1940. The land which is now Camp Roberts was acquired by leasing six adjoining ranches, in 1940. The Army eventually purchased all of the leased parcels plus additional lands, concluding the final purchase in 1943.

Construction of the Main, or West, Garrison cantonment area began November 15, 1940. Camp Roberts officially began its mission as a replacement training center in March 1941. At that time it ranked with the world's largest military training facilities. The main Garrison was constructed to accommodate 23,000 officers and troops. The East Garrison, across the Salinas River, could accommodate 6,000 troops.

436,000 World War II Infantry and Field Artillery troops passed through an intensive seventeen week training cycle. Both the Infantry and Field Artillery Replacement Training Centers achieved enviable proficiency records where it counted, in the combat zones around the world to which their graduates were sent. A peak population was reached in 1945 when 45,000 troops were quartered in large tent cities located at the fringes of the Main Garrison.

Besides the two Training Centers, Camp Roberts also had a 750-bed hospital complex (also supplemented with tent cities), and internment compounds for Italian and German prisoners of war. Many of the Italian POWs



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joined a special Army Service Unit after the surrender of Italy, and spent the remainder of the war as workers at Camp Roberts.

On July 1, 1946, with the out-processing of returning soldiers from World War II complete, Camp Roberts was inactivated as a training base and reverted to "caretaker" status denoting a skeleton crew of maintenance personnel as the only permanent residents. During the summertime, National Guard and Army Reserve troops conducted fifteen day training cycles throughout the garrison. While retaining all of its value as a military training site, the camp remained inactive until the onset of the Korean War.

In July 1950 Camp Roberts was again activated for troop training for the Korean War. At this time Camp Roberts added the Armor Replacement Training Center to the Infantry and Field Artillery centers established during World War II. The establishment of the new Armor center made it possible to train replacements for all three combat arms. By the end of the fighting in September 1953 approximately 300,000 men completed training there. Upon completion of returnee out-processing in 1954, the site reverted once again to "caretaker" status, continuing to train National Guard and Army Reserve units in the summer cycles.

Little activity was sustained at this site from the end of the Korean War to the Vietnam War. During the Vietnam era, Camp Roberts once again bustled with activity. Though not officially opened, it earned the title, "most active 'inactive' post in the U.S.". Camp Roberts supported a variety of operations, including the construction of a satellite communications station as part of a worldwide strategic communications network (the first station of its kind in the world). Additionally, the Army's Combat Development Experimentation Command (CDEC) used the site for weapons testing, and the Navy used one of the live-fire ranges to train gunners for river patrol boats.

Camp Roberts was officially closed by the Army in April 1970. On April 2, 1971, the California Army National Guard received control of the site, under a license from the Army, to establish a Reserve Component Training Center. The site continues to operate in this fashion today, and while reserve component units have priority under National Guard management, military forces from all service branches (and some foreign countries) have trained there.

Currently, Camp Roberts is again being used for significant training operations. In 2009, upwards of \$50 million was spent as part of Military Construction, Sustainment, Restoration and Maintenance and stimulus to complete improvements to the Camp. In 2009, Camp Roberts trained approximately 460,876 training days, up from 431,583 in 2008. Camp Roberts accommodates a full range of maneuver and weapons training and has the unique capability to complete pre-mobilization training and certification requirements for a unit in 19 days. It is also the only soldier readiness processing site between Washington and Texas. Camp Roberts employs approximately 560 military and civilian personnel, with a \$35 million annual payroll.

The community of San Miguel, located on the fringe of Camp Roberts's ownership, has been experiencing a significant amount of growth over the past 10 years, including additional residential density. In addition, the community of Heritage Ranch, which was developed primarily as a second home community on Lake Nacimiento, has recently become a full time community. As full time populations have increased in the area, residents can sometimes hear noises related to the training operations occurring at the Camp. Although residents who have lived in the area long enough to understand the operations that occur at Camp Roberts are not affected by the noise, as new residents move to the area expecting a quiet, rural atmosphere, the potential for conflicts between these residents and the noise created by the training occurring at Camp Roberts will increase. This is particularly true if the training activities at the camp continue to increase as expected. The increased training activities will add to the traffic, noise, and environmental impacts.

A JLUS is needed to ensure the future compatibility between land uses necessary to support the military mission at Camp Roberts and the civilian population and development occurring near the Camp.

**CAMP ROBERTS JOINT LAND USE STUDY****Project Overview**

A Joint Land Use Study (JLUS) is a basic planning process designed to identify encroachment issues confronting both the civilian community and the military installation and to recommend strategies to address the issues in the context of the local land use process. The Camp Roberts JLUS will include several jurisdictions including the County of San Luis Obispo, the County of Monterey and the City of Paso Robles. Camp Roberts will be a vital partner in the study.

The JLUS should be conducted in a collaborative manner involving a variety of stakeholders, including the local elected officials, planning commissioners, San Luis Obispo Counsel of Governments (SLOCOG) staff, Camp Roberts command staff, Community Services District (CSD) staff, community business leaders, community representatives, land owners, natural resource and agricultural groups, the development community, and local Native Americans. Several public meetings should be conducted throughout the study so that interested members of the public can have the opportunity to learn about the project and provide comments.

The Camp Roberts JLUS will have two primary goals:

1. Encourage cooperative land use planning between the military installation and the surrounding jurisdictions so that future civilian growth and development are compatible with the training or operational missions of the installations
2. Find strategies to reduce the operation impacts on the adjacent lands, including environmental impacts of those operations.

This study should examine the land use planning concerns from both the jurisdictions and Camp Roberts' perspectives. The recommendations that emerge from this JLUS should be used to guide the local jurisdictions in the development and implementation of land use and related policies.

The Camp Roberts Joint Land Use Study should consider at a minimum the following topics:

- The economic profile of the region and the impact of the military's presence on the surrounding local economy;
- The existing and proposed land use patterns and activities surrounding the military installation;
- The most current technical reports prepared by the military such as the Environmental Noise Management Plan, operational mission profiles and types of military aircraft in training operations;
- Environmental factors such as cultural resources, wildlife habitat, endangered species, water availability and quality, air quality, lighting, noise, and agriculture;
- Analysis of conservation techniques or other designations for compatibility with sensitive receptors in the area of the Camp;
- The extent of civilian encroachment and how likely it is to impair the continued operational utility of the military installation; and
- The current adopted and approved general plans, development policies, existing land use regulations, and zoning of the surrounding local governments.

**CAMP ROBERTS JOINT LAND USE STUDY**

The analysis of the various topics, background information, and other pertinent data and facts should lend itself to the development of land use strategies that, where appropriate, can be incorporated into the local planning documents and programs of the surrounding jurisdictions.

Two committees will be developed to provide support and guidance during this proposed JLUS study: 1) a Policy Committee consisting of primarily elected officials and 2) a Technical Advisory Committee of professional planners from each of the jurisdictions and other key stakeholders. The Policy Committee is responsible for the overall direction of the JLUS, approval of the budget, preparation and approval of the study design, approval of the draft and final written reports, approval of policy recommendations, and monitoring implementation of the adopted policies. The Technical Committee will work extensively with the consultant on draft products and then present them to the Policy Committee.

Several public workshops will be held in the vicinity of the project area at key milestone points in the study for the public to provide input. Emails, websites, and the local newspapers will be a key component in informing the community of upcoming meetings.

At the conclusion of the JLUS, the participating entities will be presented with a final report that includes specific policy and procedural recommendations for maintaining compatible use and good neighbor relations between local governments and Camp Roberts. The report will also include appendices outlining the public input received during the process, press releases, and data collected. All GIS data collected and created over the course of the project will be made available to all participating parties. An implementation plan, suggested next steps and a proposed mechanism for continued coordination between Camp Roberts and the surrounding local governments to ensure continued collaborative planning and development efforts, will be included in the report as well.

The primary benefit of conducting the JLUS for Camp Roberts will be the final report detailing specific recommendations for land use and environmental policies and regulations, and mechanisms that will ensure compatible development of land surrounding the training site. The process should leave the public more informed about the activities, history and mission of Camp Roberts, and allow the local governments to implement recommendations to protect that mission while still serving the best interests of the citizens. This should result in fewer complaints from residents about noise or other impacts from the Camp, which is a benefit to both the Camp and the local governments.

An additional benefit to both Camp Roberts and the local governments participating in the study is the reassurance that each can grow in a manner that will not only minimize conflicts with each other, but can enhance the health, safety and general welfare of the military personnel and civilians using Camp Roberts and the residents and business owners in the surrounding communities.

**Scope of Work**

The Camp Roberts Joint Land Use Study (JLUS) planning process will identify locations where land use conflicts between the civilian population and the military installation are presently occurring or are likely to occur in the future. Once these locations have been identified, land use and other relevant regulations that are developed during the JLUS planning process will be proposed to the local governing bodies. The overall outcome will ensure that Camp Roberts can continue and/or modify its missions in the future with as little hindrance as possible, while also ensuring that civilian interests are protected to the greatest possible degree. The JLUS will identify potential modifications to zoning, other development regulations and other land use mechanisms that are more likely to result in compatible land uses, thus ensuring the long-term viability of Camp Roberts. The Department of Defense will also benefit as enhanced coordination of surrounding land uses will increase the

**CAMP ROBERTS JOINT LAND USE STUDY**

long term operational effectiveness and serve as an important component in the protection of our Homeland from unforeseen and anticipated threats.

San Luis Obispo County will provide project oversight and the final review and approval of all deliverables related to the JLUS. It is envisioned that the selected contractor will be responsible for the majority of the tasks during the JLUS process. However, San Luis Obispo County is expected to perform or to assume lead responsibility for the following tasks:

- Assist in the formation of the Committees
- Review all draft reports and plans prior to their production and distribution
- Assist with media outreach and distribution of media advisories.

At a minimum, the scope of work for the Camp Roberts Joint Land Use Study shall include the following major components or tasks:

**Task 1 - Committee Formation**

The consultant will assist with the formation and development of the Policy Committee and Technical Advisory Committee. At a minimum, the Policy Committee will represent elected officials from County of San Luis Obispo, County of Monterey, and the City of Paso Robles. It may also include a board member from the San Miguel Community Services District, the Heritage Ranch Community Services District and the Twin Cities Hospital Board. In addition, leadership from Camp Roberts will participate as an ex-officio member. The Policy Committee is responsible for the overall direction of the JLUS, approval of the budget, preparation and approval of the study design, approval of the draft and final written reports, approval of policy recommendations and monitoring the implementation of the adopted policies.

The consultant will also assist in the development of a Technical Committee. The Technical Committee will be the "working group" for the Camp Roberts JLUS effort and will provide information to the Policy Committee for approval. At a minimum, the Technical Committee will consist of representatives from the Planning and Building Department of the County of San Luis Obispo, Agricultural Commissioner's Office of the County of San Luis Obispo, the Planning Department of the County of Monterey, the Community Development Department and the Paso Robles Airport of the City of Paso Robles and the Environmental Department of Camp Roberts. Several other key stakeholders may also be included and may include local businesses, land owners, resource conservation organizations, the development community, the San Luis Obispo County Farm Bureau, Caltrans, SLOCOG, Native American representatives, and others. Smaller working groups may also be established throughout the JLUS effort to focus on specific topics as the need arises. The working groups will provide their findings to the Technical Committee.

**Deliverables:**

1. Compile list of recommended participating chief elected officials and other policy makers who will serve on the Policy Committee
2. Compile list of recommended staff who will serve on the Technical Committee.
3. Schedule initial meetings of Policy Committee and Technical Committee to elect officers, approve the work program and project outline and schedule an initial public information forum.

**Task 2 - Identify and Collect Existing Information, Studies and Reports**

The consultant will be expected to review the experiences of prior communities that have addressed land use compatibility issues relating to military installations and provide a summary of the best practices. The consultant will review the existing planning policies and regulatory framework of the surrounding jurisdictions and any applicable Regional Transportation Plans. The consultant will also be tasked with reviewing any available Air Installation Compatible Use Zones (AICUZ) study, the Operational Noise Management Program

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(ONMP), the Range Air Installation Compatible Use Zones (RAICUZ) study, Installation Natural Resources Management Plan (INRMP), day and night sound levels (Ldn) contour maps, and Accident Potential Zones (APZ) maps.

Deliverables:

1. Review prior JLUS and briefly summarize the best practices
2. Collect and review the existing studies, plans, local policies and regulations

**Task 3 - Project Initiation**

Identify and develop a public participation strategy to be used throughout the duration of the Camp Robert JLUS. The consultant will facilitate from two to four workshops and or meetings throughout the process, where the public will have the opportunity to comment on the draft JLUS products. The public comments should be documented and summarized into the draft and final reports. At this time, the exact number and timing of the public workshops has not been identified. The consultant is expected to generally identify the proposed workshops and timing relevant to tasks described in the Scope of Work. Because the exact number of public workshops will not have been determined at the time of the Request for Proposal (RFP), the RFP must contain a cost per public meeting proposal. The consultant will also develop public media tools such as an informational pamphlet and a project-specific website.

Deliverables:

1. Public participation strategy
2. Informational handouts and pamphlets and other media tools
3. Design and host a Camp Roberts LJUS website
4. Facilitate meetings and public workshops
5. Summarize comments and input from meetings and public workshops

**Task 4 - Initial Mapping and Analysis**

The consultant will be expected to work with the JLUS Technical Committee on defining the specific planning area that will be studied during the Camp Roberts JLUS. In addition, the consultant will work with the sponsor agency and the Technical Committee to map available natural resource, endangered species, wetland, floodplain, zoning, recent development activity, environmental constraints, existing and proposed infrastructure or community facility improvements, vacant and undeveloped lands, potential future uses and other mapping as GIS layers.

Deliverables:

1. Define the specific planning area
2. Create base map for the specific planning area of an appropriate scale for reports
3. Create data bases and mapping layers as appropriate for the planning area

**CAMP ROBERTS JOINT LAND USE STUDY****Task 5 - Conflict and Database Analysis**

The consultant will analyze the current and proposed population data and land uses to include consideration of the maximum possible missions and related sound contour maps. Military growth objectives, the growth potential of the surrounding jurisdictions, and environmental resource promotion should also be examined. Camp Roberts will assist the consultant in analyzing the projected future aircraft or other noise generating operations. The consultant will also work with Camp Roberts to identify the current and future conflict locations and define the scale and scope of these zones considering sound contours, APZ maps and safety zones or safety arcs. A summary and analysis should be prepared of the current planning policies and regulatory tools that may impact Camp Roberts operations.

**Deliverables:**

1. Review and report on the population data and land use in consideration to existing and future missions and the associated noise contour maps
2. Identify the growth potential of the municipalities in relation to the military growth objectives
3. Analyze the potential future aircraft or other noise generating operations at Camp Roberts
4. Identify the current and future conflict locations/ zones considering relevant factors
5. Summarize the current planning policies and regulations that may impact Camp Roberts operations

**Task 6 - Analysis of Future Land Use Conflicts**

The consultant will work closely with the JLUS Technical Committee in identifying and analyzing both existing and proposed land use planning policies, zoning tools, strategies, and techniques that fairly allocate the land use impact mitigation with respect to Camp Roberts, local jurisdictions, and private landowners. The consultant will also work with Camp Roberts and the Paso Robles Airport in identifying the potential needs and conflicts at the Paso Robles Airport.

**Deliverables:**

1. Analysis of existing land use planning policies and zoning tools
2. Identify potential impact mitigations tools
3. Identify potential needs / conflicts at the Paso Robles Airport

**Task 7 - Changes to Regulatory Framework**

The consultant will draft potential land use compatibility policies and regulatory strategies which will minimize land use conflicts and identify conflict reduction strategies in coordination with the Technical Committee.

**Deliverables:**

1. Draft potential land use policies and regulations

**CAMP ROBERTS JOINT LAND USE STUDY**

2. Identify conflict reduction strategies

**Task 8 - Draft Report Development**

The consultant will prepare an administrative draft report to be circulated internally that will include consideration of the specifications as indicated in this Request for Proposal and taking into account the most recent information available from Camp Roberts. Based on comments from the administrative draft report a draft report will be developed and circulated to the public for comments.

The administrative and draft plans will identify the proposed changes to the regulatory framework specific to land use policies, zoning, and other items as developed in the analysis tasks. Conflict reduction strategies will also be given consideration in the document.

The reports should also provide a summary of the public participation strategies, outcomes, and comments given during each of the public workshops and or meetings during the Camp Roberts JLUS process. The consultant will be responsible for recording all comments on the draft report and include a summarization of the comments in the final document.

The Camp Roberts JLUS report should give considerable attention to performance measures, future implementation strategies, and follow-up recommendations specific to each of the jurisdictions. As the goal of this JLUS effort is to have the City of Paso Robles, County of San Luis Obispo and County of Monterey implement specifically tailored strategies as described in the JLUS report, the consultant should also provide guidance on how this can be accomplished.

**Deliverables:**

1. Prepare an administrative draft report for the Camp Roberts
2. Consultant will present the administrative draft report to the Technical Committee
3. Prepare a draft report including applicable comments from the administrative draft
4. Summarize all comments on the draft plan to be included in the final report
5. Identify future performance measures, future implementation strategies, and follow-up recommendations specific to the jurisdictions

**Task 9 - Prepare Final Report**

The consultant will prepare the final report based upon the comments and suggestions received on the draft document. All comments received on the draft document will be summarized and included in the final report. The consultant will also present the final report to the JLUS Policy Committee.

**Deliverables:**

1. Prepare a final report
2. Present to the JLUS Policy Committee

**CAMP ROBERTS JOINT LAND USE STUDY****Task 10 - Present Final Report to Local Governing Bodies for Acceptance/ Adoption**

The consultant will present the final Paso Robles JLUS Plan to the respective governing boards of the City of Paso Robles, County of San Luis Obispo, County of Monterey, and SLOCOG.

Deliverables:

1. Present the final report to the respective governing boards

**Timeline**

The general timeline for completion of the tasks covered in the Scope of Work is as follows. This timeline is provided for information only. It may be changed at any time at the sole discretion of the County of San Luis Obispo.

May 2011 - Create Policy and Technical Advisory Committees

May / June 2011 - Begin Technical Advisory Group Meetings

May - July 2011 - Identify and Collect Existing Information, Studies and Reports

July 2011 - Develop Public Participation Strategy

August 2011 – Begin Initial Mapping and Analysis

September 2011 - Begin Identification and Analysis of Land Use and Facilities Conflicts

November 2011 - Begin Public Outreach

- Public Workshop to Introduce Project and Review Existing Data Collected

December 2011 - Begin Assessment of Future Development Potential and Conflicts

January/February 2012 - Additional Public Outreach

- Public Workshop to:
  - Notify and Confirm Identified Potential Conflicts
  - Gain Community Support for Camp Roberts Operations

March 2012 - Develop Draft Land Use Policy and Regulation Recommendations

April 2012 - Draft JLUS Report Presented to Technical Advisory and Policy Committees

May/June 2012 - Additional Public Outreach

- Public Workshop to Present Draft JLUS Report

July 2012 - Final JLUS Report Presented to Technical Advisory and Policy Committees

August 2012 - Additional Public Outreach

- Public Workshop to Present Final JLUS Report



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August/September 2012 - Final JLUS Report Presented to Local Government Boards/Councils

October 2012 - Close Out JLUS Grant

**Evaluation Criteria**

Proposals will be evaluated based on the criteria shown below. If interviews are held, the top ranked proposers will be interviewed. Final selection will be made based on the combined results of the proposal and interview.

**Qualification of the firm**

- Qualifications of each participant and overall "skill-mix" for the firm and any subcontractors
- Consultant's prior direct experience with JLUS projects.
- Quality of prior experience of JLUS projects.
- Information obtained by contacting references listed by the consultant.

**Understanding of the proposed Scope of Work**

- Demonstrated understanding of the project objectives.
- Consultant's approach to accomplishing the scope of work.
- Demonstrated knowledge of the issues associated with JLUS projects.

**Methods and Procedures**

- Consultant's general approach to evaluating the project.
- Complete description of the techniques, procedures and methods to be used.
- Consultant's ability and availability to meet project deadlines

**Cost Estimates**

- Timetable and costs for completing the project, with totals for each component.
- Quality of product and extent of scope delivered for the consultant's fee.
- Cost estimates for each proposed work product including any required travel.
- Are the professionals and nonprofessionals used for the appropriate tasks in the proposal?
- Are the cost estimates reasonable for the work product proposed?